THE EXPO GROUP

5931 West Campus Circle Drive, Irving, Texas 75063
Phone: (972) 580-9000 Fax: (972) 465-1123
Log on to **cyberservices™** at **www.theexpogroup.com**

NACAC 2015 National Conference
Counselor's College Fair
October 2, 2015
San Diego Convention Center
San Diego, CA

Quick Facts

Discount Deadline: August 31, 2015

Exhibit Hall Colors

Back drape color: White / Goldenrod / White
Side drape color: White
Aisle carpet color: Exhibit area is not carpeted.

You are welcome to hand carry any exhibiting materials into the show through the front door. Any materials shipped directly to show site will be subject to material handling fees. Bellman services from your hotel are strictly prohibited.

Exhibit Hall Hours

Exhibitor Move-In

Friday	October 2, 2015	1:00 pm - 2:45 pm

Show Hours

Friday	October 2, 2015	3:15 pm - 5:30 pm

Exhibitor Move-Out

Friday	October 2, 2015	5:30 pm - 6:00 pm

Dismantle

All Booths must be dismantled by Friday, October 2, 2015 by 6:00 pm.

All carriers other than the official show carriers must check in at the freight desk by 6:00 pm on Friday, October 2, 2015, otherwise exhibitor shipments will be subject to rerouting.

Shipping Information

Advance Receiving at the Warehouse

- Shipments will be accepted between Monday, August 31, 2015 through Tuesday, September 15, 2015 at the standard warehouse fee.
- Materials arriving between September 16, 2015 and September 25, 2015 will be received at the warehouse with an additional after deadline charge.
- **Materials arriving after September 25, 2015 at the warehouse may be delayed for set up on September 30, 2015**
- Warehouse hours are 9:00 am - 3:00 pm Monday through Friday. Shipments arriving after 3:00 pm will be turned away and asked to return the following day.
- Shipping labels are included in this service manual.
- **Please note the warehouse will be closed Monday, September 7, 2015 for Labor Day.**

Direct Shipment to San Diego Convention Center

Direct shipments must arrive at show-site beginning at 8:00am on Wednesday, September 30, 2015 through Saturday, October 3, 2015. Shipping labels are included in this exhibitor service manual.

Any freight not claimed by the exhibitors' assigned carrier by 6:00 pm on Friday, October 2, 2015 will be re-routed and the official show carrier will be used.

Show Carriers:

Common Carrier:	YRC
Air Carrier/Small Package:	Airways

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Exhibitor Data

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

Company Information

Exhibiting Company: _____ Booth Number: _____
Contact Name: _____
Billing Address: _____ _____
City: _____ State: _____ Zip: _____
Contact Name: _____ Email Address: _____
Telephone Number: (____) _____ Fax Number: (____) _____
Website: _____

I consent to allow The Expo Group and parties involved in the production of this show to send facsimiles and email communications to the fax numbers and email addresses listed herein. (Declining to consent will result in your not receiving important show information in a timely manner)

Signature: _____

Personal Information

Pre-Show

Contact Name: _____ Title: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Telephone Number: (____) _____ Fax Number: (____) _____
Cell Phone Number: (____) _____ Email Address: _____

On-Site

Contact Name: _____ Title: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Telephone Number: (____) _____ Fax Number: (____) _____
Cell Phone Number: (____) _____ Email Address: _____
Onsite Contact Person's Hotel: _____ _____
Date of Arrival: _____
Date of Departure: _____

(This representative from your company will be at show-site for the duration of the show and must have authorization to endorse and provide payment for all your customer orders).

Booth Information

Booth Dimensions: _____ x _____ = _____ Total Square Feet.

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Payment Options & Policy

Payment Options

Please note, we require a completed Credit Card Authorization form on file regardless of your preferred method of payment.

- **Payment by Credit Card**

For your convenience, we accept MasterCard, Visa, Discover and American Express. Please complete and submit The Expo Group's Credit Card Authorization form along with your orders when you are mailing or faxing them in.

- **Payment by Company Check**

Please mail your check along with your order forms to The Expo Group. If you are faxing your order forms, please include a signed Credit Card Authorization form and a photocopy of your check. Your orders will be processed immediately upon receipt of your original check. Checks must include Exhibiting Company Name, Booth Number, and Name of Show.

- **Payment by Wire Transfer**

Please contact The Expo Group directly for wire payment details.

- **Payment by Third Party**

If The Expo Group will be invoicing a third party, please complete and submit the Third Party Payment Authorization form. Please note, the exhibiting firm is ultimately responsible for payment of all charges by show closing.

- **International Exhibitors**

International exhibitors must make payment to The Expo Group for all amounts due in U.S. funds prior to show closing.

Payment Policy

- **General**

In order for us to process your orders, we must have your signed Credit Card Authorization form and full payment in advance of the show. Current Account Summaries will be prepared at The Expo Group Service Desk for your review at show site.

- **Tax Exempt Status**

If you claim tax exempt status, please submit a copy of your Tax Exempt Certificate issued by the federal government or state in which your event is taking place with your initial order.

- **Credits for Billing Discrepencies**

All billing discrepancies must be resolved with The Expo Group within 30 days from the close of show.

- **Advance Pricing**

To qualify for advance pricing, full payment must be included with your order on or before the advance deadline date.

- **Standard Pricing**

Order forms submitted after the advance discount deadline date will be processed at the standard prices.

- **Cancellations of Items or Services**

All Labor Types– 2 Days notice is required for cancellation of all labor services. If such notice is not provided a one (1) hour minimum per laborer ordered will be charged the applicable rate.

Standard Furniture & Carpet- Items ordered and delivered, but subsequently cancelled, will be charged 100% of the applicable price.

Custom Furniture- Items ordered and cancelled after September 22, 2015 will be charged 100% of the applicable price.

Custom Exhibits and Accessories- Orders cancelled after September 16, 2015 will be charged 50% of the original price. Orders cancelled after installation on show site will be charged 100% of the original price.

Exhibitor Graphics- Orders cancelled after production will be charged 100% of the original price.

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Credit Card Authorization

Required-please submit with first order

Exhibiting Company Information

Company Name: _____ Booth # _____

Street Address: _____ _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Email Address: _____

Telephone Number: (____) _____ Fax Number: (____) _____

Credit Card Payment

- Please read Payment Options and Policy Page.
- This Credit Card Authorization MUST be on file with The Expo Group before any goods or services will be rendered regardless of your preferred method of payment.
- All accounts must be settled at The Expo Group Service Desk on show site prior to the close of the show. Your credit card will be processed for any current or previous outstanding balance at that time.
- The Expo Group will process all charges through its parent company. Purchase orders and invoices are not considered proper forms of payment.
- This form is to be completed by the Exhibiting Company. If you are a Third Party, you must complete the Third Party Payment Authorization form.
- All billing discrepancies must be resolved with The Expo Group within 30 days from the close of the show.

Credit Card Authorization

- Please complete information below and submit with your initial order.
- Incomplete and/or unsigned forms cannot be accepted.

☐ A check is being sent to cover all expenses, use card only for show-site services.
☐ Use credit card for all services ordered.

Card Type

☐ American Express ☐ Visa ® ☐ MasterCard ® ☐ Discover ® ☐ Debit Card

Credit Card Number **Expiration Date**

_____

CARDHOLDER'S NAME (PLEASE PRINT)

_____

BILLING ADDRESS

_____

CITY STATE ZIP COUNTRY

_____

TELEPHONE EMAIL

( )

_____

PLEASE SIGN X_____

EACH EXHIBITOR MUST COMPLETE & RETURN THIS FORM REGARDLESS IF NOTHING IS ORDERED. **REQUIRED FORM** **2b**

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Terms & Conditions

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

The terms and conditions set forth below become a part of the Contract between THE EXPO GROUP L.P. and you, the EXHIBITOR. EXHIBITOR is deemed to have accepted these terms and conditions when any of the following conditions are met:

- THE MATERIAL HANDLING SERVICE AGREEMENT IS SIGNED;
- EXHIBITOR'S MATERIALS ARE DELIVERED TO TEG'S WAREHOUSE OR TO A SHOW OR EXPOSITION SITE FOR WHICH TEG IS THE OFFICIAL SHOW CONTRACTOR, OR
- AN ORDER FOR LABOR AND/OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR WITH TEG, OR THE ON-SITE EXHIBITOR DATA AGREEMENT IS SIGNED.

1. **DEFINITIONS.** For purposes of the Contract, "TEG" means The Expo Group L.P., d.b.a. The Expo Group Custom Exhibits, d.b.a. The Expo Group, and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities including, but not limited, to any subcontractors TEG may appoint. The term "EXHIBITOR" means the Exhibitor, its employees, agents, representatives, and any Exhibitor Appointed Contractor ("EAC"). **Cold Storage:** Holding of Goods in a climate controlled area; **Accessible Storage:** Holding of Goods in an area from which Goods may be removed during shows; **Services:** Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services; **Show Site:** The venue or place where an exposition or event takes place; **Supervised Labor (OK TO PROCEED):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by TEG; **Un-Supervised Labor (do not proceed):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by TEG. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised labor.

2. **SCOPE.** These Terms and Conditions shall be binding upon Exhibitor, TEG, and their respective Agents and representatives, including but not limited to Exhibitor contracted labor, EAC's or Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

3. Payments are due prior to delivery of services or equipment to EXHIBITOR unless other credit arrangements have been made. All payments shall be in U.S. currency, MasterCard, VISA, American Express or Discover credit cards, debit cards, or check, provided there is sufficient customer credit in EXHIBITOR's form of payment to completely satisfy the amount owed by EXHIBITOR to TEG. Undersigned authorizer acknowledges and agrees that all applicable charges for services rendered to the EXHIBITOR will be applied to the credit card on file in the event other form of payment is not tendered prior to the close of the trade show. In no instance shall any Exhibitor be extended credit beyond 30 days after the close of the Show. If there are any outstanding balances owned by EXHIBITOR to TEG which have not been paid after 30 days following the close of the Show, then these unpaid balances shall bear interest at the rate of 1-1/2% per month (18% per annum).

4. A**ny discrepancy in items ordered and items received or any complaint or question concerning services, etc., must be reported to the TEG Service Center at the show, in writing, immediately upon noting same. Problems will be resolved and/or any valid adjustments in EXHIBITOR's account will be made at that time, and approved by the TEG Project Manager in charge. No credits shall be extended for any individual service (including material handling and labor services) in excess of 15% of the billings for that service. Credits and adjustments will not be made based on information received after the Show. Exhibitors who cancel up to fourteen (14) days prior to Exhibitor Move-In will be refunded 50% of their advance payment. No refunds will be made for cancellations received less than 14 days prior to Exhibitor move-in or at show site, unless otherwise noted on the specific service form. In the event the exposition or event is cancelled or postponed, TEG reserves the right to charge for services rendered in preparation of the event or exposition as well as non-refundable costs incurred by TEG. Prior to any refunds being paid to EXHIBITORS, these cancellation and/or postponement charges will be determined in good faith by TEG and withheld from any amounts previously paid by EXHIBITOR to TEG in proportion to receipts from all exhibitors with the excess being refunded.**

5. TEG reserves the right to discontinue one or all services or equipment delivery to EXHIBITOR for non-payment of one or more outstanding bills should such bill not be paid before the close of the first day of the Show. Payment for any one or more of the services rendered does not in anyway release EXHIBITOR from payment of the other remaining services upon presentation of an invoice. Should it become necessary after all discrepancies are resolved to employ a collection agency, then EXHIBITOR agrees that all reasonable and customary collection fees shall be borne by EXHIBITOR.

6. CHOICE OF LAW & VENUE. Any dispute between TEG and EXHIBITOR shall be governed by the laws of the State of Texas (without regard to Texas' conflicts of laws principles). Venue of any action between TEG and EXHIBITOR shall lie exclusively in the state or federal courts located in Dallas County, Texas and TEG and EXHIBITOR agree that all reasonable attorney's fees shall be borne by the prevailing party.

7. **LIMITATION OF LIABILITY & INDEMNITY.TEG shall not be liable to any extent whatsoever for any actual or potential loss of profits or revenues, or for any collateral costs or consequential damages, which may result from (1) any loss, injury or damage to EXHIBITOR's materials or (2) EXHIBITOR's ability to carry-on in its normal business practices. Additionally, TEG shall not be liable for (1) any loss, damage or delay as a result of fire, lightning, strikes riot or civil commotion or any other cause or condition beyond the control of TEG, (2) damage to uncrated materials, materials improperly packed, or (3) concealed damage, or loss, theft or disappearance of EXHIBITOR's materials while at the show or EXHIBITOR's materials are in EXHIBITOR's possession or are located within or near the confines of EXHIBITOR's booth.**

TEG's liability shall be limited to any loss or damage which results solely from TEG's negligence in the actual physical handling of EXHIBITOR's materials and not from any other type of loss or damage. TEG's maximum liability for any cause shall be limited to $0.30 per pound per article with a maximum liability of $50.00 per item or $1,000.00 per shipment. TEG shall not be responsible for loss, theft, or disappearance of materials before they are picked up from EXHIBITOR's booth or for reloading after the show. Bills-of-lading covering outgoing shipments, which are furnished to TEG by EXHIBITOR, will be checked at the time of actual pickup from the booth and corrections made where discrepancies occur.

Any claims for loss, injury or damage must be submitted to TEG within thirty (30) days of the close of the show in which the loss, injury or damage occurred, or such claims shall be waived. No suit or action for the recovery of any claims arising out of or related to bodily injury, death, or property damage shall be brought against TEG more than one year after the accrual of the cause of action.

EXHIBITOR agrees to indemnify and hold harmless TEG against any and all claims, suits, liabilities, or damages, including reasonable settlements and reasonable attorney's fees, arising out of negligence or any other cause on the part of the EXHiBITOR, subcontractors, suppliers, employees or any individual or company involved directly or indirectly with the EXHIBITOR at the show.

a. Cold Storage. Goods requiring cold storage are stored at Customer's own risk. TEG assumes no liability or responsibility for Cold Storage. b. Accessible Storage: TEG assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security. c. Unattended Goods: TEG assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss. d. Empty Storage: TEG assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the TEG Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed. e. Forced Freight: TEG is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping to ensure Customer Goods are properly labeled. f. Concealed Damage: TEG shall not be liable for concealed loss or damage including but not limited to glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods. g. Unattended Booth: TEG shall not be liable for any loss or damage occurring while the Goods are unattended in Exhibitor's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Exhibitor's selected carrier. h. Labor: TEG assumes no liability for loss , damage, or bodily injury arising out of Exhibitor's supervision of TEG provided union labor. i. Notice of Loss or Damage: In order to have a valid claim, notice of loss or damage to Goods must be given to TEG or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by TEG) or delivery of outbound Goods.

8. ADVANCED WAREHOUSING/TEMPORARY STORAGE: TEG assumes no liability or responsibility for loss or damage to Goods delivered to the Advance Warehouse or other similar Temporary Storage facilities.

9. EXHIBITOR recognizes that TEG provides services as EXHIBITOR's agent and not as bailee or shipper. If any employee or subcontractor of TEG shall sign a delivery receipt, bill-of-lading, or other document, EXHIBITOR agrees that these signatories will do so as EXHIBITOR's agent, and EXHIBITOR accepts the responsibility thereof. TEG or its subcontractors are authorized to note the quantities or condition of items on the EXHIBITOR's bill-of-lading when the actual count or condition of such items do not conform to the amount or amounts recorded by EXHIBITOR. Correct weights with Weight Certificate must be provided, otherwise TEG's or its subcontractor's estimate will prevail in the event of any weight discrepancy.

10. Exhibitor permits all contact information provided to TEG to be used by TEG and shared with other entities assisting in the production of the event in question. Facsimiles and email communications may include show information, promotional materials, advertising statements and other commercial notices. Permission may be revoked by the EXHIBITOR in writing.

11. In the case of bills submitted to parties other than the EXHIBITOR (i.e., Third Parties), such arrangements in no way release EXHIBITOR from any and all of the terms and conditions outlined herein.

12. REFUNDS: EXHIBITOR shall receive a full and complete refund of any overpayments following final audit after the close of the Show. TEG will remit refunds to EXHIBITOR at the name and address indicated on the Exhibitor Data Sheet. EXHIBITOR will receive a refund for any extra overpayment above and beyond the amount which EXHIBITOR owes to TEG. Also provided for the EXHIBITOR with the final refund shall be a final accounting showing the services or equipment ordered.

13. CREDIT CARD: TEG is pleased to accept orders for services, with payment being made by a credit card. By paying for these services in advance, and adhering to the deadline date, you have taken advantage of the discount offered. However, if a payment is subsequently made by check with the intention of reversing the initial credit card payment, there will be a fee assessed for each subsequent transaction following the initial transaction. The fee to reverse the credit card payment and replace it with a check or an alternate credit card is as follows: If the credit card charge is $1.00 to $500.00 the fee is $25.00, $501.00 to $1,000.00 the fee is $30.00, $1,001.00 to $2,000.00 the fee is $60.00, $2,001.00 to $5,000.00 the fee is $150.00, $5,001.00 to $10,000.00 the fee is $300.00, $10,001.00 to $20,000.00 the fee is $450.00. Amounts over $20,000.00 the fee is 4% of the amount owed.

14. **Insurance: It is understood that TEG is not an insurer. Insurance should be obtained by the EXHIBITOR. It is highly recommended that exhibitors arrange All Risk coverage which usually can be done by endorsements to existing policies. EXHIBITOR's materials should be insured from the time they leave their firm until they are returned after the close of the show. Insurance and liability against theft or property damage to equipment or exhibit material owned or rented by EXHIBITOR, or bodily injury occurring within the confines of EXHIBITOR's booth, remain the sole and complete responsibility of EXHIBITOR. Except where prohibited by law, the EXHIBITOR and its insurers waive all rights of recovery or subrogation against TEG and their respective directors, officers, employees, and agents.**

15. By completing and submitting the service forms, Exhibitor hereby authorizes TEG as its Exhibitor Appointed Contractor to process and pay for those services on behalf of the Exhibitor as a third party.

16. TEG Reserves the right to adjust the price charged for any item in the event of a sudden and unexpected price increase. By way of example without limiting the foregoing, in the event fuel prices escalate in a rapid manner, the price of any individual item may be adjusted to reflect the impact of higher fuel prices. Additionally, TEG reserves the right to pass through to Exhibitor any incremental charges or fees levied by the facility, suppliers or other third parties.

Authorizer acknowledges reading and accepting all Terms and Conditions and agrees that Authorizer and Exhibiting Company will be fully governed by the provisions described therein.

Exhibiting Company: _____ Booth Number: _____

Print Name: _____

Authorizer's Signature: _____ Date: _____/_____/_____

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Material Handling Information

WHAT IS MATERIAL HANDLING? Material handling is the process of receiving your materials, either at the warehouse in advance of the show or at show site during move-in; delivering them to your booth; removing empty containers for storage during the show; returning the empty containers to your booth after the show; delivering your materials back to the dock; and loading for outbound shipping. Charges are determined by weight and ease of handling.

EMPTY REMOVAL INSTRUCTIONS:
Per San Diego Convention Center, no empty storage is allowed within the Convention Center. All crates must be removed from the Convention Center prior to show opening. Empty storage is provided by The Expo Group. All exhibitors must have all crates tagged for empty storage by Friday, October 2, 2015 prior to 2:45 pm.
NOTE: Exhibitors will be subject to a surcharge of up to 20% of the total freight invoice if crates are not tagged for removal by set deadline.
Any shipment not handled by The Expo Group, but for which The Expo Group is required to handle storage of the empty shipping containers, a charge of $50.00 per crate, case, box, or carton will be assessed.

CERTIFIED WEIGHT TICKETS
In the event that no weight tickets or inaccurate weight tickets are indicated on the delivery documents presented, The Expo Group shall estimate the weight or re-weigh, and charges shall be based upon the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the show. All shipments received at the warehouse and show site are subject to re-weigh.

OVERTIME

- Overtime charges are assessed when The Expo Group has been granted initial access to the facility during overtime, per the contractual agreement between show management and facility. This includes warehouse shipments.
- Late Driver Check-In: Drivers checking in after 2:30 pm does not guarantee Straight Time rates.
- The overtime rate is applied to all shipments loaded or unloaded on Saturday, Sunday, holidays, and any time other than 8:00 am to 4:30 pm Monday through Friday.
- All weights are rounded off to the next cwt per Round Trip.
- The consignment or delivery of a shipment to The Expo Group by an exhibitor, or by a shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or shipper) of the terms and conditions set forth.
- If shipment is moved into or out of show site on overtime due to scheduling beyond The Expo Group's control.

INSURANCE
It is understood that The Expo Group is not an insurer. Insurance, if any, should be obtained by the exhibitor. It is suggested that exhibitors arrange All Risk coverage. This can be done by endorsements to existing policies. Exhibitor's materials should be insured from the time they leave their firm until they are returned after the close of the show.

INBOUND SHIPMENT(S)
Consistent with trade show practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his/her representative. During this time, the materials will be left unattended. The Expo Group will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material after it has been delivered to the exhibitor's booth.

OUTBOUND SHIPMENT(S)
The Expo Group will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material between the time it is packed and when it is picked up and loaded.
If found liable for any loss, The Expo Group's sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to $.30 (USD) per pound per article with a maximum liability of $50.00 (USD) per item, or $1,000 (USD per shipment), whichever is less.

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LIABILITY

- Shipments delivered or consigned to the direct to dock or warehouse address are subject to the following: The Expo Group shall not be liable for loss, damage or delay due to fire, acts of God, strikes or causes beyond its control. Furthermore, The Expo Group's maximum liability is limited to $0.30 per pound per article, with a maximum of $50.00 per item or $1,000.00 per shipment, while these goods and materials are in the warehouse or in vehicles during delivery to or from the convention facility.
- The Expo Group shall not be responsible for damage to uncrated materials, improperly packed materials or concealed damage.
- The Expo Group shall not be responsible for loss, theft, or disappearance of materials after same has been delivered to exhibitor's booth.
- Collect shipments will not be accepted. Send freight pre-paid.
- Direct carrier shipments must have certified weight tickets. **If correct weights are NOT provided, receiver's estimates will prevail.** Mixed shipments arriving on van lines must have certified weight tickets separating weights of crated items from loose and uncrated items. Weights not broken out will be charged at "loose and uncrated" rates.
- NO LIABILITY IS ASSUMED for shipments without receipts, freight bills, or specific counts such as UPS or van lines.
- Empty container labels will be available at The Expo Group Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representatives. All previous labels should be removed or obliterated. The Expo Group assumes no responsibility for:
  - Error to above procedures.
  - Removal of containers with old empty labels and The Expo Group labels.
  - Improper information on empty labels.
  - Material stored in containers with empty labels.
- To expedite removal of materials, The Expo Group shall have authority to change designated carriers if the exhibitor has not followed directions or their carrier has not checked in by 6:00 pm on October 3, 2015.
- The Expo Group has Right of Preference into and out of show-site building to prevent tie-ups and provide an orderly operation for the show.
- Exhibitors have the responsibility of arranging for outgoing shipments.
- Make sure materials are properly crated and labeled before turning in Bills-of-Lading to freight desk. This prevents shipping out empty crates.
- Acceptance of Bills-of-Lading by The Expo Group freight desk does not represent acceptance of counts on the bill. All outgoing freight will be counted by designated carrier at the booth, notifying The Expo Group of any adjustments. The Expo Group is not responsible for security of exhibitor freight that is left unattended in the booth while waiting for the designated carrier.
- The Expo Group shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
- Claims for loss or damage must be submitted to The Expo Group prior to the close of the Show. No suit or action shall be brought against The Expo Group more than one (1) year after the accrual of the cause of action.
- Any claims regarding material handling services will be adjudicated on its own merits and shall not impact payment for any other services due.

ALL CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITING COMPANY FROM WHOM MATERIALS HAVE BEEN RECEIVED AND HANDLED.

THE EXPO GROUP RESERVES THE RIGHT TO SHIP MATERIALS WITH OFFICIAL SHOW CARRIER IF EXHIBITOR CARRIER DOES NOT CHECK IN BY THE APPOINTED DATE AND TIME.

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Material Handling Definitions

Crated: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with **no additional handling required.**

Additional Handling: Applies to shipments that are loaded by cubic space and/or packed in such a manner as to require additional labor/handling, such as ground unloading, constricted space unloading, designated piece unloading, carpet only shipments or stacked shipments. Also included are mixed shipments and shipments without individual bills of lading. Shipments loaded in this manner require additional time, labor, or equipment, to unload, sort and deliver. **Federal Express, UPS, Airborne Express & DHL** are included in this category due to their delivery procedures.

What is a Small Package? (50 lbs. Maximum per package) Letters or small packages received at show-site **during show days only**.

What is a Cartage Company? Freight forwarders, as well as, other carriers, will often outsource the delivery of their freight to third party cartage companies. Cartage companies provide local pick-up and delivery services to and from the event venue, as well as, other locations. In most cases, cartage companies will consolidate shipments from multiple carriers onto a single truck. Due to their loading/unloading procedures, these shipments may fall into the additional handling category.

What is Ground Loading/Unloading? Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level, etc.

What is Constricted Space Loading/Unloading? Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer - top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

What is Designated Piece Loading/Unloading? Drivers that require the loading crew to bring multiple pieces of the freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

What is Alternate Delivery Location? Shipments that are delivered by a carrier that requires pieces to be delivered to different areas/levels in the same building, or to other venues (such as a hotel near an event venue).

What are Stacked Shipments? Shipments loaded in such a manner requiring multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and/or pallets constitute special handling.

What are Multiple Shipments? Multiple shipments on a truck do not automatically indicate special handling, unless the shipments are mixed on the truck, failing to maintain shipment integrity and/or have multiple deliver areas.

What are mixed shipments? Mixed shipments are defined as shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment, but does require special handling.

What does it mean if I have "No Documentation"? Shipments arrive from a small package carrier (including, among others, Federal Express and UPS) without an individual Bill of Lading, requiring additional time, labor and equipment to process.

What about carpet/pad only shipments? Shipments that consist of carpet and/or carpet padding only require additional handling because of additional labor and equipment to unload.

What is Inbound? Shipments being sent to a warehouse for advance receiving or to show site.

What is Outbound? Shipments leaving show site and being sent to another destination.

What is Off Target? Used when there is a specific date and time that an exhibitor must move in by and is missed.

What is a Marshalling Yard Fee? A marshalling service has been established to ease congestion at the facility and better utilize dock space. All carriers and privately owned vehicles must check in at the Marshalling location prior to unloading/loading.

What are Shipments Returned to Warehouse? Shipments returned to the warehouse at close of show will be charged an additional fee of $50.00 per CWT (2500 lb. min.). Shipments not picked up from the warehouse within 72 hrs. will be charged for storage by The Expo Group.

THE EXPO GROUP

5931 West Campus Circle Drive, Irving, Texas 75063
Phone: (972) 580-9000 Fax: (972) 465-1123
Log on to **cyberservices™** at **www.theexpogroup.com**

NACAC 2015 National Conference
Counselor's College Fair
October 2, 2015
San Diego Convention Center
San Diego, CA

Material Handling Rates

FOR DEFINTIONS, PLEASE SEE 16c

STRAIGHT TIME: **8:00 am - 4:30 pm , Monday - Friday**
OVERTIME: **4:30 pm - 8:00 am, Monday - Friday, All Day Saturday, Sunday & Holidays**
WAREHOUSE HOURS: **9:00 am - 3:00 pm, Monday - Friday**

Please note the warehouse will be closed on Monday, September 7, 2015 for Labor Day.

Please note the following:

- Additional charges will apply for any shipment left on floor without TEG Outbound Material Handling form completed and turned into TEG Service Desk. One half hour min. TEG supervised labor fee will be charged.
- Your shipment may be moved into or out of Show Site on overtime due to scheduling beyond TEG's control.

Rate Classifications:	Price Per CWT	200lb. Minimum
•Advance Shipments to Warehouse (200lb. Minimum) Advance Freight Deadline Dates: August 31, 2015 - September 25, 2015		
Crated ST	$110.00/CWT	$220.00
Additional Handling ST	$143.00/CWT	$286.00
Crated Inbound One Way Overtime	$137.50/CWT	$275.00
Additional Handling One Way Overtime	$170.50/CWT	$341.00

***Uncrated shipments will NOT be accepted at the Advance Warehouse*

•Additional Surcharges		
Early Shipments to Warehouse *(before August 31, 2015)	$27.50/CWT	$55.00
Late to Warehouse after September 15, 2015	$27.50/CWT	$55.00
Shipments Returned to Warehouse * (2500 lb. minimum)	$50.00/CWT	$1,250.00

** In addition to above charges.*

• Direct Shipments to Show Site (200 lb. minimum) - First day of Direct Freight Acceptance: September 30, 2015		
Crated ST	$105.00/CWT	$210.00
Additional Handling ST	$136.50/CWT	$273.00
Crated Inbound One Way Overtime	$131.25/CWT	$262.50
Additional Handling One Way Overtime	$162.75/CWT	$325.50

•Additional Surcharges		
Off-Target Fee *	$26.25/CWT	$52.50
Late to Warehouse delivery fee * after September 25, 2015. Delivered to Show Site	$27.50/CWT + $75.00	
Shipments Returned to Warehouse * (2500 lb. minimum)	$50.00/CWT	$1,250.00
Small Packages *(show days only) (50 lb. max each piece)	$45.00/piece	
Hand carry empty storage fee	$50.00/per container	

** In addition to above charges.*

MONEY SAVING TIPS - Consolidate shipments when total weight is less than 200 lbs. for example:

3 Separate Shipments
54 lbs. charged @ 200 lbs. $275.00
59 lbs. charges @ 200 lbs. $275.00
72 lbs. charges @ 200 lbs. $275.00
Total: 185 lbs. Total Cost: $825.00

1 Consolidated Shipment
3 pieces (1 shipment)
185 lbs. @ 200 lbs. = $275.00
Total Savings: $550.00

Exhibiting Company: _____Booth Number: _____
Print Name: _____
Authorizer's Signature: _____Date: _____/_____/_____

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Cart Service

The Teamster Union claims jurisdiction over the operation of all material handling equipment (forklifts, hand trucks, flat carts, dollies, or otherwise wheeled and/or mechanical equipment, etc.). Exhibitors may not operate, handle, or use any of this type equipment, even if personally owned, for the movement of freight, crates/cases, cartons, or other display materials from the dock to the booth space, or booth space to the dock.

Exhibitors do reserve the right however, to handle their own exhibit materials provided that those materials are hand-carryable, by one person in one trip, without the use of said material handling equipment as stated above. Exhibitors who have more extensive unloading or loading requirements of exhibit materials will be required to use the material handling services offered on Material Handling Page.

To further assist you, The Expo Group offers Cart Service for Personally Operated Vehicles (POVs) only. A POV is defined as a passenger car, pickup truck, or van. Flatbeds 15' or longer, U-Haul's, or other box trucks and vans are not considered POVs, and will be subject to standard material handling rates. Should you have more exhibit materials than you can individually hand-carry, we can deliver your boxes, loose display materials, etc., to your booth space via flat cart. The Cart Service is offered to help you save time, money, and hassle by delivering your equipment in one or more trips in a timely manner. A one-way "cart load" is defined as the maximum amount of loose or boxed exhibit material equal to or less than 500 lbs., that will fit on a four-wheeled manually operated or electric flat cart, which has approximate flat-bed dimensions of 3'wide x 6'long or more.

Cart Service will only be available during move in and move out. Cart Service rates are available one-way or roundtrip. Should you have any questions regarding this service or the definitions stated above, please contact your Customer Account Manager.

ONE WAY CART SERVICE - $ 75.00 x _____ = _____ (subtotal)
(number of cart loads)

ROUND TRIP CART SERVICE - $150.00 x _____ = _____ (subtotal)
(number of cart loads)

Hand Carry/POV
Exhibitors may hand carry their merchandise from their personally owned vehicle (a privately owned vehicle i.e. car, van or SUV) in the designated areas. Unloading requires one person to remain with the vehicle at ALL times. Product must be unloaded within a few minutes and the vehicle must then be moved.

	CALCULATING YOUR TOTAL
	TOTAL _____

Exhibiting Company: _____Booth Number: _____
Print Name: _____
Authorizer's Signature: _____Date: _____/_____/_____

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NACAC 2015 National Conference
Counselor's College Fair
October 2, 2015
San Diego Convention Center
San Diego, CA

Shipping Questions

Choice of Destination

You can choose to ship to the Warehouse or Direct to the Exhibit Hall. Each destination has distinct advantages.

Why Ship to the Warehouse?

If time allows, shipping to the warehouse can be your best choice. It enables you to check on the arrival of your shipment at the warehouse and solve any problems that might occur en-route. Shipment to the warehouse also ensures that your exhibit will be in your booth location on the first or targeted day of set-up. There's no waiting time at the dock, which lessens the possibility of numerous delays. Refer to the appropriate form for material handling rates.

What do I Need to do To Ship to The Warehouse?

Be sure delivery takes place within the time frame specified. (See Shipping Information Form). There are no advantages to warehouse shipping if you cannot comply with the requirements.

1. Use the provided shipping labels, photocopies, or any other proper labeling method for shipment to the warehouse address. Use two labels per piece, and specify show name, exhibitor name and booth number.
2. Crate all machinery; the warehouse will not accept uncrated deliveries due to the difficulties in storing and handling them.
3. Consign the shipment to The Expo Group, using a standard Bill of Lading form.
4. Provide an office address and phone number where a responsible party may be reached should any problems arise en-route or at the warehouse.

Why Ship Direct?

Your shipment can arrive later when sent direct to the Exhibit Hall. There is also the benefit of reduced handling of your materials – no unloading and reloading at the warehouse. One setback to direct shipment you should keep in mind is the possibility of waiting time at the docks – some carriers will charge you for it, and you will be trading set-up time for unloading time. Refer to the Material Handling form for rates.

What to do for Direct Shipments?

1. Use the Exhibit Hall shipping address.
2. Make sure shipment arrives during scheduled move-in days and hours and at your targeted time if specified. There is no staff available to handle shipments arriving at other times.
3. Be prepared to have truck wait in line for unloading – most shows require truck check-in at a marshalling yard where paperwork and unloading order is established. If early unloading is necessary make sure the driver checks into the marshalling yard early.
4. Each exhibitor should insure materials from point of departure to point of return. Contact your insurance agent for a "rider" to your existing policy. Also be certain that the policy includes liability insurance.

IMPORTANT: Ship Pre-Paid: Collect charges will not be accepted at either destination (Warehouse or Direct to Show site).

Outbound Shipments

1. Be prepared for the outbound shipment. Know your next destination and if you have a choice of carrier, be sure to contact them in advance. If you have a preferred specific carrier, other than TEG's specified carriers, you must con tact them, and advise them of the truck check-in deadlines. Carrier information will also be available on-site at the TEG Service Center.
2. Once you've packed up, submit an outbound Material Handling Agreement (available at the TEG Service Center) to The Expo Group. This will coordinate moving and loading procedures.
3. Once the Material Handling Agreement is submitted, your truck should be checked into the marshalling yard or freight desk before the deadline and be prepared to receive the shipment when your turn comes.
4. If your designated carrier does not check in at the marshalling yard or freight desk by the time specified in your Move-Out Letter (distributed at the Show), your freight will be shipped by one of TEG's specified carriers.

IMPORTANT: Please <u>do not</u> leave material unlabeled at any time during the move-out. It may be presumed abandoned and/or mistaken for trash.

Shipping Information

The Expo Group has been designated as the official freight handling contractor with responsibility for unloading, delivery to booth, reloading, and processing of all exhibitor's freight shipments.

All shipments must be prepaid. Shipments should be made on straight bills of lading, including correct weight, number of pieces, classification of shipments, and detailed information and instructions for handling of heavy equipment. Certified weight tickets must be submitted when recording shipments for unloading. To enable us to serve you better, copies of bills of lading should be sent to The Expo Group at our letterhead address or e-mail your Customer Account Manager.

All shipments not properly labeled (no company name, no booth #, no final destination) will be held in a "freight holding" area. Please check in at The Expo Group Customer Service Desk with your shipping information and paperwork.

In the event your materials are not received by The Expo Group, contact your carrier directly. Have your shipping pro number available before you call.

Use of couriers such as UPS, Federal Express, Airborne and DHL are not recommended. These carriers deliver freight in bulk and receive one signature for all shipments before the shipments are accounted for. The Expo Group is not responsible for shipments said to be delivered but not accounted for.

Attention International Exhibitors: Visit https://www.ippc.int/ for details about new wood packaging materials regulations.

Weight Verification

All shipments to The Expo Group warehouse or show-site which arrive via common carrier, van line, or any closed bodied vehicle with dual wheels, must be weighed to insure complete accuracy in preparation of your invoice.

The Expo Group asks that you please accompany all shipments with a certified weight ticket. Please have driver present this weight ticket upon checking in to be unloaded.
If you are using a privately owned vehicle or rental van, this does not apply.

Where certified weight tickets are not provided, receivers estimates of weight will prevail.

Shipment of materials to the advance warehouse or direct to show site address indicates acceptance of all terms.

If you have any questions concerning the above policy, please do not hesitate to contact your Customer Account Manager (CAM).

THE EXPO GROUP

5931 West Campus Circle Drive, Irving, Texas 75063
Phone: (972) 580-9000 Fax: (972) 465-1123
Log on to **cyberservices™** at **www.theexpogroup.com**

NACAC 2015 National Conference
Counselor's College Fair
October 2, 2015
San Diego Convention Center
San Diego, CA

Shipping Addresses

Advance Shipments to Warehouse

Advance Shipments Deadline Date:
September 29, 2015

To: (exhibiting company name and booth #)

For: NACAC 2015 National Conference Counselor's Career Fair

c/o: The Expo Group

YRC

9525 Padgett St.

San Diego, CA 92126

- **Receiving Information**

Advance shipments are accepted from:

- August 31, 2015 to September 25, 2015
- Any shipment arriving prior to the August 31, 2015 will be charged an additional 30% per cwt.
- Any shipment arriving after September 15, 2015 will be subject to an additional fee (please refer to Material Handling Rates for these fees).
- Any shipment arriving after September 25, 2015 deadline will incur a late to warehouse delivery fee (please refer to Material Handling Rates for these fees).

Direct Shipments to Show Site

First Day of Direct Shipments:
September 30, 2015

To: (exhibiting company name and booth #)

For: NACAC 2015 National Conference Counselor's Career Fair

c/o: The Expo Group

San Diego Convention Center - Hall H

111 W. Harbor Dr.

San Diego, CA 92101

- **Receiving Information**

Direct shipments will be accepted from:

- September 30, 2015 beginning at 8:00 am to October 3, 2015.
- Unfortunately, early shipments cannot be accepted.

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NACAC 2015 National Conference
Counselor's College Fair
October 2, 2015
San Diego Convention Center
San Diego, CA

Shipping Data

Important, please return in order to help us facilitate the proper staff and equipment to unload your exhibit materials. Please copy for your reference.

Company Information

Exhibiting Company: _____ Booth Number: _____

Contact Name at Exhibiting Company: _____

Telephone Number: (_____) _____ - _____ Fax Number: (_____) _____ - _____

Corporate Name: _____

What are the least number of work days to erect your booth? _____

Shipping Information

Shipper: _____
(Name of Company if different from above, i.e., exhibitor appointed contractor, etc.)

Address: _____
(From where material will be shipped)

City: _____ State: _____ Zip: _____

Contact Name: _____ Telephone Number: (_____) _____ - _____

Date Shipment being sent: _____/_____/_____ Intended/Expected arrival date: _____/_____/_____

Material being shipped to: *(Circle one)* Warehouse Direct to Convention facility

If using a Customs or International forwarder, please print name: _____

Phone Number: _____ Fax Number: _____

Transportation

Shipped via: *(Circle one)* Common Carrier Van Line Private Vehicle Air Freight Other: _____

Mobile Units _____

List Carrier Name(s):

_____ _____

_____ _____

_____ _____

_____ _____

Number of Pieces to be shipped: _____

Largest Piece: **Size** _____ **Weight** _____

Type of Packing: **Crated** _____ **Uncrated** _____

Machinery _____ **Misc.** _____

Estimated Total Weight of Booth _____

Shipping Problems

In case a problem occurs with shipment, contact (in order of preference):

Name: _____

Phone Number: (_____) _____-_____ (_____) _____-_____ (_____) _____-_____
(Office) (Home) (Cell)

Name: _____

Phone Number: (_____) _____-_____ (_____) _____-_____ (_____) _____-_____
(Office) (Home) (Cell)

All freight handling charges must be paid in full at show site by check or credit card.
Shipment of materials to warehouse or show-site address indicates acceptance of these terms.

THE EXPO GROUP

Warehouse Shipments
EXHIBIT MATERIAL

To: _____
(EXHIBITOR)

_____
(BOOTH #)

c/o THE EXPO GROUP
YRC
9525 Padgett St.
San Diego, CA 92126

Name of Convention:
NACAC 2015 National Conference
Counselor's College Fair
Hall H
Must Arrive by September 25, 2015

Carrier: _____ No Pieces: _____

Materials arriving at the warehouse after September 15, 2015 will be subject to a surcharge.

THE EXPO GROUP

Warehouse Shipments
EXHIBIT MATERIAL

To: _____
(EXHIBITOR)

_____
(BOOTH #)

c/o THE EXPO GROUP
YRC
9525 Padgett St.
San Diego, CA 92126

Name of Convention:
NACAC 2015 National Conference
Counselor's College Fair
Hall H
Must Arrive by September 25, 2015

Carrier: _____ No Pieces: _____

Materials arriving at the warehouse after September 15, 2015 will be subject to a surcharge.

THE EXPO GROUP

Warehouse Shipments
EXHIBIT MATERIAL

To: _____
(EXHIBITOR)

_____
(BOOTH #)

c/o THE EXPO GROUP
YRC
9525 Padgett St.
San Diego, CA 92126

Name of Convention:
NACAC 2015 National Conference
Counselor's College Fair
Hall H
Must Arrive by September 25, 2015

Carrier: _____ No Pieces: _____

Materials arriving at the warehouse after September 15, 2015 will be subject to a surcharge.

THE EXPO GROUP

Warehouse Shipments
EXHIBIT MATERIAL

To: _____
(EXHIBITOR)

_____
(BOOTH #)

c/o THE EXPO GROUP
YRC
9525 Padgett St.
San Diego, CA 92126

Name of Convention:
NACAC 2015 National Conference
Counselor's College Fair
Hall H
Must Arrive by September 25, 2015

Carrier: _____ No Pieces: _____

Materials arriving at the warehouse after September 15, 2015 will be subject to a surcharge.

THE EXPO GROUP

Direct Shipments
EXHIBIT MATERIAL

To: _____
(EXHIBITOR)

_____
(BOOTH #)

San Diego Convention Center - Hall H
c/o THE EXPO GROUP
111 W. Harbor Dr.
San Diego, CA 92101

Name of Convention:

NACAC 2015 National Conference
Counselor's College Fair

Do not Deliver Prior to September 30, 2015

Carrier: _____ No Pieces: _____

THE EXPO GROUP

Direct Shipments
EXHIBIT MATERIAL

To: _____
(EXHIBITOR)

_____
(BOOTH #)

San Diego Convention Center - Hall H
c/o THE EXPO GROUP
111 W. Harbor Dr.
San Diego, CA 92101

Name of Convention:

NACAC 2015 National Conference
Counselor's College Fair

Do not Deliver Prior to September 30, 2015

Carrier: _____ No Pieces: _____

THE EXPO GROUP

Direct Shipments
EXHIBIT MATERIAL

To: _____
(EXHIBITOR)

_____
(BOOTH #)

San Diego Convention Center - Hall H
c/o THE EXPO GROUP
111 W. Harbor Dr.
San Diego, CA 92101

Name of Convention:

NACAC 2015 National Conference
Counselor's College Fair

Do not Deliver Prior to September 30, 2015

Carrier: _____ No Pieces: _____

THE EXPO GROUP

Direct Shipments
EXHIBIT MATERIAL

To: _____
(EXHIBITOR)

_____
(BOOTH #)

San Diego Convention Center - Hall H
c/o THE EXPO GROUP
111 W. Harbor Dr.
San Diego, CA 92101

Name of Convention:

NACAC 2015 National Conference
Counselor's College Fair

Do not Deliver Prior to September 30, 2015

Carrier: _____ No Pieces: _____

YRC FREIGHT

Exhibit Services

Reliable trade show shipping services

The show must go on!

YRC Freight is ready to customize transportation solutions for any exhibit shipment, any size load, delivering great service, savings and simplicity.

After the show, specify YRC Freight for the move out on the materials handling agreement (MHA), then give us a call. We'll take it from there.

And if others handle your trade show shipping, remember to tell them about YRC Freight savings and service.

Delivering confidence at the show

- 100% inbound service guarantee* at no additional cost
- On-site Exhibit managers monitor your inbound shipments for on-time, smooth move ins
- Specialized services available, such as Time-Critical expedited and Sealed Exhibit™ tamper-proof shipping
- Comprehensive North American coverage and online visibility

Giving you more for your money

- Lowest trade show shipping fees in the industry
- 30 days free storage prior to the show; a great way to save when moving from show to show
- No detention fees at trade shows
- No extra fees for weekend/after-hour pickups

Keeping it simple for you

- Exhibit customer service representatives available 24/7; call 1-800-531-EXPO (3976)
- Around-the-clock assistance with quotes, bookings, tracking or expediting
- Single-shipment transportation for your entire display
- Online shipment visibility throughout the move on my.yrcfreight.com

* Subject to applicable Tariffs and Rules and Conditions publications.

Confidence Delivered.®

yrcfreight.com | 800.531.EXPO (3976) | Live Chat

YRC FREIGHT

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800-643-3525

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DOMESTIC, INTERNATIONAL & OCEAN

AIRWAYSFREIGHT
LAND • AIR • SEA

Delivering Performance

WWW.AIRWAYSFREIGHT.COM

AIRWAYS FREIGHT CORPORATION, PO BOX 1888
FAYETTEVILLE, AR 72702, 800-643-3525, FAX 479-442-6522

EXHIBITOR MOVE OUT CHECK LIST

PRIOR TO CLOSE OF SHOW:

- Stop by the FREIGHT SERVICE DESK to complete the GENERAL CONTRACTORS MATERIAL HANDLING AGREEMENT. You must indicate that the shipment is "PREPAID", check "SERVICE LEVEL DESIRED", and note AIRWAYSFREIGHT as your carrier.
- Call the AIRWAYSFREIGHT trade show division with any questions you may have, or to advise of any changes in the shipping arrangements your company has already made with us.

MOVE OUT:

- Pack all equipment & literature.
- When your cases return from empty storage, REMOVE ALL OLD SHIPPING AND "EMPTY" LABELS. Be certain each container is labeled with the NEW DESTINATION ADDRESS labels provided by AIRWAYSFREIGHT
- If you have multiple shipments, group the portions together so a stray piece will not be overlooked. If possible, RUN PACKING TAPE AROUND THE COMPLETE SHIPMENT.
- Complete the OUTBOUND MATERIAL HANDLING FORM showing AIRWAYSFREIGHT as your carrier & be sure to return the MHA to the service desk.

AIRWAYSFREIGHT
LAND • AIR • SEA

Delivering Performance

800-643-3525

WWW.AIRWAYSFREIGHT.COM

AIRWAYS FREIGHT CORPORATION, PO BOX 1888
FAYETTEVILLE, AR 72702, 800-643-3525, FAX 479-442-6522

Union Jurisdiction

To assist you in planning for your participation in the forthcoming convention, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the various union jurisdictions in the San Diego area, we ask you to read the following.

Decorators Union

Display Installation & Dismantle
Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. You may set up your exhibit display if one full-time employee can accomplish the task in less than one-half (1/2) hour without the use of tools.

If your exhibit preparation, installation or dismantling requires more than one-half (1/2) hour, you must use union personnel supplied by The Expo Group. As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in San Diego on a one-to-one basis.

Teamster Union

Members of this union claim jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move materials that can be carried by hand, by one person in one trip, without the use of dollies, hand trucks or other mechanical equipment.

Safety

Standing on chairs, tables or other rental furniture is prohibited. The furniture is not engineered to support your standing weight. The Expo Group is not responsible for injuries caused by improper use of the furniture.

Tipping

Our Work Rules prohibit the SOLICITATION of tips by any of our employees. Our employees are paid excellent hourly wages denoting a professional status and we feel that tipping is not necessary. Should you be SOLICITED for a tip, please report the incident to The Expo Group as soon as possible.